

Internet Online Instructions for LEAP Office Assistant (General and Typing)

Once I Login, What Do I Do?

Follow These 14 Steps to Success:

Step 1: You will be asked to verify your LEAP Certification. Enter your social security number, first and last name. Click on Continue and verify that you have a LEAP certificate on file in the LEAP Certification database.

Step 2: If your name is currently not on the LEAP Certification database or your social security number does not match with our records, you will be instructed to call the LEAP Examination Analyst.

Step 3: If your name is currently on the LEAP certification database, you will be asked to choose an Exam. Click on the exam you wish to take. Click Here to Continue.

Step 4: Login or create an account. Login by entering your UserID and password. Click on Log Me In. If you are creating a new account, read the important information for creating your UserID. Click Here to Continue.

Step 5: At this point, and if your information is successfully completed, "Login Success!" Equal Employment Opportunity page will appear. Now you will be asked to voluntarily fill out the *Equal Employment Opportunity* questionnaire. If you do not want to fill out the page, click immediately on Click Here to Continue. Otherwise, fill out the appropriate information, and then Click Here to Continue.

Step 6: Your Equal Employment Opportunity information has been posted to a separate database. Click on Continue.

Step 7: Complete the California State Application. Click on Save & Continue to Section 2.

Step 8: Readiness Evaluation – Minimum Qualifications. Answer questions 1 through 5 by clicking the appropriate box. Click Here to Continue.

Step 9: Readiness Evaluation – General Information. Congratulations, according to your responses you meet the minimum qualification for this readiness evaluation. Please read the information contained in the links listed in this section carefully. Click Here to Continue.

Step 10: Readiness Evaluation – Supplemental Exam Information. Answer by clicking the appropriate box(es). Click Here to Continue.

Step 11: Readiness Evaluation – Training and Experience. Section I Personal Characteristics. Answer questions 1 through 12 by clicking the appropriate box. Click Here to Continue.

Step 12: Readiness Evaluation – Training and Experience. Section II Skill and Ability. Answer questions 13 through 56 by clicking the appropriate box. Click Here to Continue.

Step 13: Readiness Evaluation – Training and Experience. Section III Experience. Answer questions 57 through 78 by clicking the appropriate box. End of Evaluation. This completes the test questions/items for the Office Assistant (Typing) and (General). Click Here to Continue.

Step 14: After you have submitted your answers a letter will immediately appear notifying you if you were successful or unsuccessful in the examination(s). Please print a copy for your records. This concludes the LEAP Readiness Evaluation process.

